



Pilot Guidelines for: APPRENTICESHIP TRAINING

Effective: March 23, 2012

Revision History: ✖04/11/12 Summary: Added an Apprenticeship Glossary link

These guidelines establish an Apprenticeship Training Pilot Program for proposals presented after March 23, 2012. They replace all former guidelines or policies on this subject.

These are guidelines only. If a proposal raises the need for further modifications, it will be accomplished on a case-by-case basis with direction from Executive Staff. Unless modified by the following guidelines, all other program criteria apply.

This [Apprenticeship Glossary](#) is an addendum to the Apprenticeship Training Pilot Program guidelines issued effective March 23, 2012. See also the [Panel Memo](#) of that date.

Contractor Eligibility

- Typically, apprenticeship training projects will be funded through a JATC, or a trade association with JATC membership. Typically, the JATC would also be the program sponsor.
- Employer eligibility for projects funded through a UAC or other non-union group of employers will be considered case-by-case. Typically, the UAC would also be the program sponsor.
- All funding will be through a MEC. If more than one JATC or other program sponsor participates, a single entity must be identified to hold the contract. Each sponsor must have a separate Job Number(s).
- The MEC contractor may apply for funding under this pilot in a subsequent Fiscal Year.
- If the JATC or other program sponsor is in an industry sector where the signatory employers or group of employers do not face out-of-state competition, funding will be under Special Employment Training (SET).
- Registration with DAS must be verified for the JATC or other program sponsor by the Application & Assessment (A&A) Unit during eligibility determination. The trust formation documents must also be reviewed by A&A Unit as an aspect of eligibility.
- Trainee Eligibility:

- Trainees must have completed their probation period for RSI, or have advanced to Year 2+ in the apprenticeship program. An exception may be made for trainees who have completed pre-apprentice training, to be determined case-by-case. Trainees may be funded for RSI while still in their On-the-Job probation period.
- Typically, RSI is 144 hours per year and the probation period cannot exceed 72 hours, although this may vary by program sponsor. Typically, On-the-Job training is 3,000+ hours and probation cannot exceed 1,000. The minimum hours and probation periods may vary by program sponsor.
- The MEC may include pre-apprentice and journeyman training, in which case standard program criteria will apply. Pre-apprentice, apprentice and journeyman trainees must be separated by Job Number(s).
- Trainee eligibility will be based on retraining standards, not New Hire training.

Trainee Enrollment:

- The MEC contractor may receive funding for an Apprenticeship Job Number in more than one fiscal year, by Phase II funding amendment or under separate contracts.
- In general, trainees cannot be enrolled twice (e.g., under two contracts or phases of funding). However, an apprenticeship “drop out” could enroll as a pre-apprentice and a graduate could enroll as a journeyman in a subsequent contract or phase.

Funding:

- Total funding for all Apprenticeship Training Pilot Program training projects will be limited to no more than 10% of available training funds in a given Fiscal Year.
- Apprenticeship Job Numbers will be capped at \$300,000 and there may also be an overall cap. For example if there is a \$750,000 overall cap on MEC funding in a given Fiscal Year, a contract for pre-apprentice, apprenticeship and journeyman training might have three Job Numbers at \$250,000 each.
- Apprenticeship training may stand alone, or be combined with pre-apprentice and journeyman training. Apprentice Job Number(s) must be developed using a rate sheet with a \$13 per-hour reimbursement rate. This rate shall apply to all industry sectors.
- Active contracts may be amended to add an apprentice Job Number (Phase II) so long as there is sufficient funding and time remaining in the term of the MEC.

Support Costs

- Support costs will be available at the retraining rate, up to 8% of approved funding, with justification to show the need for marketing and recruitment.

Consultant Fees

- Third-party consultant fees for administrative services will be capped at the retraining percentage, up to 13% of payment earned.
- Third-party consultant fees for development must be expressed as a flat fee, and must be proportionate to the amount of ETP funding.

Curriculum:

- Courses that are not part of the DAS-approved curriculum for RSI may still be funded by ETP as “ancillary” training with justification from the JATC or other program sponsor. For example, RSI may be needed in new techniques or materials.
- Ancillary courses must be included within the 144-hour cap per-trainee, with the exception of OSHA 10. DAS-approved, ancillary and OSHA 10 courses should be identified separately on the Menu Curriculum, Exhibit B.
- Only OSHA 10 training may be funded for apprentices. Either OSHA 10 or OSHA 30 may be funded for journeymen.
- For apprentices, RSI funding will be capped at 144 hours. The retraining minimum of 24 hours will apply.
- For apprentices, simulated lab funding may be included as RSI or ancillary training, under the 144-hour cap.

Retention:

- For occupations in which it is not customary for a worker to be employed 90 consecutive days with a single employer, retention may be 500 hours within 272 days with multiple employers.

Post-Retention Wage:

- JATC trainees will not be subject to the statewide average hourly wage, even if the funding source is SET. Instead, they will qualify for the union-scale wage, typically a percentage of the journeyman wage, as set forth in the collective bargaining agreement (CBA). During development, the analyst should verify wages against the CBA.
- If union-scale does not apply, as would occur with UAC trainees, the post-retention wages will be determined on a case-by-case basis, and HUA or other SET wage modifications will be available.

Trainer-to-Trainee Ratio

- The ratio established for RSI by an affiliate LEA (e.g., high school or community college district) will be accepted even if less than 1:20, but only if the LEA delivers the training.

- The ETP class/lab ratio of 1:20 will apply to RSI if training is delivered off-campus under an “excess funds” agreement with the LEA. The ETP ratio will apply to ancillary training. OSHA 10/30 ratios will follow the OSHA guidelines..

Rosters

- Attendance records will be accepted as reported to an affiliate LEA, but only if the LEA is delivering the training.
- Standard ETP rosters will be required if the training is delivered off-campus under an “excess funds” agreement with the LEA.

Amendments and Modifications

- Contract revisions will be made by Amendment only. The Modification process will not apply during the pilot phase of this program

Audits

- Standard audit procedures will apply.

Miscellaneous

- If not otherwise specified in these guidelines, regular ETP program standards apply.